

CHECKLIST FOR CHAPTER 12 CASE

_____ ***Filing fee of \$239.00**

Is the check or money order signed?

_____ ***Petition**

Is the petition originally **signed** by the attorney?

Is the petition **signed** by the debtor [or by both joint debtors]?

Does the petition state the **street address** of the debtor(s)? **A post office box number is not sufficient.** The PO box number should be listed in the mailing address box.

Does the petition state **the correct SS #** or **EIN** and chapter of the case? **NOTE!** After 12/1/03 only the last four digits of the social security number are to be put on the petition. The full SSN must be filed on the Statement of Social Security Number form.

_____ ***Corporate Resolution or Partners Consent to Filing** – LBR 1004-1 requires filing of a consent signed by all general partners with a petition for a partnership and LBR 1074-1 requires the filing of a copy of a corporate resolution with petitions filed on behalf of corporations. These should be attached to the appropriate petitions.

_____ ***Mailing Matrix and Verification of Matrix**

Attorneys must file the mailing matrix as a text [.txt] file on a 3.5" floppy disk using the format required by the court. Only a pro se debtor may file a matrix on paper.

A verification of the matrix is required for cases filed on paper whether or not the matrix is filed on disk or paper?

_____ **Schedules and Statement of Affairs.** Schedules of Assets and Liabilities (schedules A thru J) and the Statement of Affairs do not have to be filed with the petition. However they are due within 15 days after the petition is filed unless the judge extends the time for filing them. There is a declaration following the schedules and another declaration following the statement of affairs which must be originally signed by the debtor[s].

The Chapter 12 Plan must be filed within 90 days of filing petition.

*** These documents are required to be filed with the petition.**

NOTE!

SCHEDULES and Statement of Affairs are due 15 days from the filing of the petition. If they are not filed on time, the court may dismiss the case and bar the debtor from filing a new case for 180 days.

COPIES – We do not require any copies to be filed with the original documents. However, if you wish a file stamped copy for your records, you should include a copy and a self-addressed return envelope with sufficient postage for the copies which you want returned.

STAPLES – Do not staple any documents together – Please use binder clips.